

Job Description:

Finance Assistant

Proforest Finance Team is seeking an enthusiastic finance assistant to support a small but dynamic finance team in all of its operational activities.

About Proforest

Proforest is a dynamic organisation working around the globe to support the sustainable production and use of natural resources. We have established ourselves as a leader in the development and implementation of sustainable approaches for both forestry and a range of agricultural commodities. We work with companies, government departments, NGOs and civil society organizations to implement sustainability in practice, supporting development while minimising any environmental impacts.

The Proforest Group is a unique non-profit group that is made up of five legal entities across UK, Ghana, Malaysia and Brasil. The accounts of all Proforest entities are centrally managed by the finance team in the UK. Therefore, the candidate will gain exposure to various accounting rules and processes including corporate, charity and international accounting.

Position Summary

This position is an exciting opportunity for a junior person seeking to acquire experience as a finance assistant. The role, based in Oxford (UK), will be primarily responsible for ensuring that customer and supplier invoices, journals, staff expense claims, timesheets are accurately input and properly maintained in a timely manner in order to meet internal and external reporting and audit requirements.

Key Responsibilities

- Sales Ledger - raising customer invoices
- Purchase Ledger –posting supplier invoices
- Inputting Staff timesheets and expenses claims
- Posting journals
- Managing petty cash management and cash advance to staff
- Maintaining filing and archiving system
- Dealing with finance calls and posts
- Contributing to maintain an efficient and tidy finance office
- Assisting the finance team with any other ad-hoc finance duties as required

Qualifications, Experience, Skills and Qualities

Essentials:

- Actively studying AAT or similar accounting qualification
- Demonstrable basic Excel skills
- Numerate and good attention to detail
- Able to demonstrate initiative and flexibility
- Motivated team player with good interpersonal skills and strong desire to support the team in meeting organisational objectives
- Good planning and organisational skills
- Good time-management skills
- Ability to resolve problem and queries quickly and efficiently
- Good written and verbal communication skills in English

Desirable:

- Familiarity with Sage Line 50 system or similar accountancy system

Salary:

GBP 15,000 -18,000+ Study support (up to GBP 2k)

To apply

Send your CV and a cover letter with no more than two pages each and confirmation that you are eligible to work in the UK to personnel@proforest.net

Application Deadline: Monday 14th November 2016

Proforest is an equal opportunity employer.